



CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE

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FOR CDLAC USE ONLY

Application No. _____

Analyst: _____

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THE CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE (CDLAC)

NON-COMPETITIVE

APPLICATION FOR AN ALLOCATION OF THE STATE CEILING ON QUALIFIED PRIVATE ACTIVITY BONDS FOR A QUALIFIED RESIDENTIAL RENTAL PROJECT (QRRP)

ISSUER (Applicant): _____

PROJECT SPONSOR: _____

PROJECT NAME: _____

PROPOSED MEETING DATE: _____

FHA Forward Commitment Request ☐ Yes ☐ No

Scattered Site ☐ Yes ☐ No

We, the undersigned, hereby make an Application to the California Debt Limit Allocation Committee ("CDLAC") for the purpose of providing rental housing as described herein.

We agree it is our responsibility to provide CDLAC with one original and one duplicate copy of a complete Application, accompanied by a check made payable to the Committee in the amount of **\$600** and a completed Performance Deposit Certification form. We understand that succinct answers providing the requested information are required. We understand that if additional space is required, each additional page will be clearly labeled. We agree that it is also our responsibility to provide all information that is deemed by CDLAC to be necessary to evaluate our Application. We understand that CDLAC may verify the information provided and analyze materials submitted as well as conduct its own investigation to evaluate the Application. We recognize that we have a duty to inform CDLAC when any information in the Application or supplemental materials is no longer true and to supply CDLAC with accurate information.

We represent that we have read all Government Code sections relevant to the CDLAC Regulations Implementing the Allocation of the State Ceiling on Qualified Private Activity Bonds ("Regulations"). We acknowledge that CDLAC recommends that we seek advice from bond counsel.

We acknowledge that all materials and requirements are subject to change by enactment of federal or state legislation.

In carrying out the development and operation of the proposed project, we agree to comply with all applicable federal and state laws regarding unlawful discrimination and will abide by all CDLAC program requirements.

We acknowledge that our Application will be evaluated based on federal and state statutes and regulations pertaining to Qualified Private Activity Bonds for Qualified Residential Rental Projects and the CDLAC Regulations, which identify the minimum requirements, evaluation criteria, priorities, and other standards that will be employed to evaluate Applications. We acknowledge that the information submitted to CDLAC in this Application or supplemental thereto may be subject to the Public Records Act or other disclosure. We understand that CDLAC may make such information public after a final decision by CDLAC has been made on the Application. CDLAC will maintain as confidential, certain financial information, but cannot guarantee confidentiality.

The Project Sponsor declares under penalty of perjury that the information contained in the Application, exhibits, attachments, and any further or supplemental documentation is true and correct to the best of its knowledge and belief. The Applicant declares that the information contained in PARTS I and II of the Application is true and correct to the best of its knowledge and belief, and as to information contained in the Application, exhibits, attachments, and further or supplemental documentation provided by the Project Sponsor, the Applicant is not aware of any information that would cause the Applicant to believe that the Application contains any untrue information or omits to state any material information. We understand that misrepresentation may result in the cancellation of an Allocation, and other actions which CDLAC is authorized to take.

The Project Sponsor certifies that the project can be completed within the development budget and the development timetable set forth in our Application. The Project Sponsor further certifies that the proposed project can be operated in the manner proposed within the operating budget set forth in the Application.

The Applicant certifies that it is in compliance with all applicable statutes, laws, rules, and regulations necessary for the transaction of its business.

We agree to hold CDLAC, its members, officers, agents, and employees harmless from any matters arising out of or related to the awarded Allocation.

We acknowledge that all Application materials are to be delivered to the address below, **by 4:00 p.m.** on the appropriate date:

The California Debt Limit Allocation Committee
915 Capitol Mall, Room 311
Sacramento, CA 95814

Signature of Applicant's Senior Official

Signature of Project Sponsor Officer

Print Name

Print Name

Title

Title

Date _____

Date _____

Additional information may be obtained by accessing the Committee's web site at <http://www.treasurer.ca.gov/cdlac/> or by calling the Committee at (916) 653-3255.

The California Debt Limit Allocation Committee complies with the Americans With Disabilities Act (ADA). If you need additional information or assistance, please contact the Committee at 916/653-3255 or TDD 916/654-9922

PART I – FINANCING TEAM INFORMATION

1. Name of Applicant (Entity Issuing Bonds):

Mailing Address:
City, State, Zip Code:

Federal Identification No.:

For mailing of official documents:

Name of Applicant's Senior Official:
Title of Senior Official:

Telephone #: ()
Fax #: ()
E-mail:

For questions concerning application:

Name of Applicant's Staff Contact Person:
Title of Contact Person:
Mailing Address:
City, State, Zip Code:

Telephone #: ()
Fax #: ()
E-mail:

2. Name of Bond Counsel Firm:

Name of Attorney:
Mailing Address:
City, State, Zip Code:

Telephone #: ()
Fax #: ()
E-mail:

3. Name of Bond Underwriter Firm:

Name of Agent::
Mailing address:
City, State, Zip Code:

Telephone #: ()
Fax #: ()
E-mail:

4. Name of Financial Advisor Firm:

Name of Agent::
Mailing Address:
City, State, Zip Code:

Telephone #: ()
Fax #: ()
E-mail:

5. Name of Private Placement Agent Firm (if applicable):

Name of Agent::
Mailing Address:
City, State, Zip Code:

Telephone #: ()
Fax #: ()
E-mail:

6. Name of Private Placement Purchaser (if applicable):

Name of Agent::
Mailing Address:
City, State, Zip Code:

Telephone #: ()
Fax #: ()
E-mail:

7. Name of Credit Enhancement Provider (if applicable):

Name of Agent::
Mailing Address:
City, State, Zip Code:

Telephone #: ()
Fax #: ()
E-mail:

8. Name of Project Sponsor (Borrower entity):

Name of Senior Officer:
Title of Senior Officer:
Mailing Address:
City, State, Zip Code:

Telephone #: ()
Fax #: ()
E-mail:

Name of Contact Person (if different from Senior Officer):

Title of Contact Person:

Telephone #: ()
Fax #: ()
E-mail:

9. Name of Developer Firm:

Name of Senior Officer:
Title of Senior Officer:
Mailing Address:
City, State, Zip Code:

Telephone #: ()
Fax #: ()
E-mail:

Name of Contact Person (if different from Senior Officer):

Title of Contact Person:

Telephone #: ()
Fax #: ()
E-mail:

PART II – ALLOCATION/BOND ISSUE/PROJECT FINANCING INFORMATION

ALLOCATION INFORMATION

1. Amount of tax-exempt bond allocation requested: \$
2. Date of project inducement:
Submit a copy of the adopted inducement resolution labeled as **Attachment A**. Applications submitted without this documentation will be deemed incomplete. (See Section 5033(b)(5) of the CDLAC Regulations)
3. Date of TEFRA approval:
Submit proof of TEFRA (public approval process required by 26 U.S.C. Section 147(f)) labeled as **Attachment B**. (See Section 5033(b)(6) of the CDLAC Regulations.)

For an open application process, see time lines posted on the Committee's web site.
<http://www.treasurer.ca.gov/cdlac/>

4. Exceeding the Maximum Allocation Amount for Qualified Residential Rental Projects
(See Section 5232(b) of the CDLAC Regulations.)

	<u>YES</u>	<u>NO</u>
The Project Sponsor is requesting an exception to the \$30 million allocation award limit.	<input type="checkbox"/>	<input type="checkbox"/>
If "YES", submit documentation requesting an exception based on the following factors: <ul style="list-style-type: none"> The proposed Project qualifies as a Federally Assisted At-Risk Project; or The proposed Project cannot be developed in phases at a \$30 million level. 		
The documentation must be labeled as Attachment C . The documentation must be specific and may include, but is not limited to, a site plan detailing the layout of the subject property, unit mix per stage of phase, any unique features of the property which inhibit phasing, a description of infrastructure costs, and a cost breakdown by phases.		

BOND ISSUE INFORMATION

1. Indicate anticipated bond issuance date:
2. Indicate whether bonds will be sold as a public offering with credit enhancement or as a private placement:
3. Will the bonds carry a variable or fixed interest rate?

If bonds carry a variable rate:
 Identify the index:

How frequently will the bonds be re-marketed and by whom?

Is there a feature to allow a conversion to a fixed rate at some time in the future? Under what conditions and when?

4. Anticipated bond rating: (See Sections 5063, 5064 or 5065 of the CDLAC Regulations):

	<u>Rating</u>	<u>Date Rating Anticipated</u>
Fitch		
Moody's		
Standard & Poor's		

If the anticipated bond rating is BBB or less or is unrated, does the Applicant favor an award requiring an Investment Representation Letter or with minimum denomination requirements?

5. Bond Sale Structure

(See Sections 5061 or 5062 of the CDLAC Regulations.)

Submit a brief description of the bond sale structure labeled as **Attachment D**. The description must include, at a minimum, the construction or interim financing, if applicable, the amount, closing deadlines, security/collateral provided, investors, guaranties, conditions for closing, anticipated closing date, etc. Also, submit proof of all firm commitment(s) from credit enhancement provider(s) and private placement bond purchaser(s), labeled sequentially as **Attachment D-1, D-2**, etc.

A. Indicate interim or construction period credit provider:

B. Indicate permanent financing credit provider:

C. Indicate whether the bond structure includes financing on a draw-down basis:

If a Draw-down Bond Issuance, provide the estimated draw-down schedule and amount of distributions:

6. Prior Bond Default or Bankruptcy

(See Section 5066 of the CDLAC Regulations.)

Project Sponsors and Bond Issuers may submit an appeal for a waiver of the Bond Sale Structure restrictions associated with a prior Bond Default or bankruptcy in Attachment D.

A. Indicate any prior Bond Defaults or bankruptcies on behalf of a Project Sponsor or Borrower within the last 3 years:

B. Indicate and prior Bond Defaults in the last 5 years on behalf of the Bond Issuer/Applicant:

7. Redevelopment Agency Funding

Are there any direct or indirect committed public funds related Redevelopment Agencies?

☐ No

☐ Yes. Provide the below information:

RDA Assistant Approval Date:

Tax Increment Year:

Amount:

Cash-On-Hand (answer Yes or No):

On RDA Obligation List (answer Yes or No):

Department of Finance Date of Enforceable RDA Obligation List:

Successor Entity Committed Date:

Current Status of Project (Pending Oversight Boards Issues of DOF issues, etc.):

Has a final Letter of Determination been obtained?

☐ Yes ☐ No

PROJECT FINANCING INFORMATION

1. Sources – Construction Financing

Complete the following table and submit an itemized breakdown of the complete sources of construction financing, labeled as **Attachment E-1 (Please itemize all liens to be included in the proposed financing)**.

Tax-Exempt Bond Proceeds	\$
Taxable Debt Proceeds	\$
Developer Equity	\$
Low Income Housing Tax Credit Equity	\$
Direct & Indirect Public Funds	\$
Other (please identify)	\$
Total Sources:	\$

2. Sources – Permanent Financing

Complete the following table and submit an itemized breakdown of the complete sources of permanent financing, labeled as **Attachment E-2 (Please itemize all liens to be included in the proposed financing)**.

Tax-Exempt Bond Proceeds	\$
Taxable Debt Proceeds	\$
Developer Equity	\$
Low Income Housing Tax Credit Equity	\$
Direct & Indirect Public Funds	\$
Other (please identify)	\$
Total Sources:	\$

3. Use of 4% Low Income Housing Tax Credits

If applicable, please respond.

Date when application will be made to the California Tax Credit Allocation Committee (TCAC):	
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4. Leveraging Point Category
(See Section 5230(h) of the CDLAC Regulations.)

Projects will earn points for committed public funds and taxable debt financing that are part of the permanent financing of the proposed Project. Use the table below to indicate the amount of committed public funds and taxable debt financing that will be utilized for the Project.

Form of Leverage	Amount	Percent of Total Development Cost (excluding Developer Fee)
Total amount of taxable financing that will be used as part of the Project's permanent financing:	\$	%
Total amount of direct or indirect committed public funds that will be used as part of the Project's permanent financing:	\$	%
Submit CDLAC form, Attachment F , that provides a breakdown of the amount and type of direct and indirect public funds and the amount and source of taxable debt. In order to receive points for the committed public funds, submit proof of the commitments from the applicable sources. In order to receive points for taxable debt financing that is in the form of conventional loans, list lenders in the space provided on Attachment F and submit proof of the commitments from the applicable sources. The commitments for public funds and taxable debt, other than taxable bonds, are to be labeled sequentially as Attachment F-1, F-2 , etc., as needed.		

5. Uses: New Construction Project

Complete the following table, if applicable, and submit an itemized breakdown of the complete uses of funds, labeled as **Attachment G-1 (Please itemize all liens to be paid off at closing)**.

Land Purchase	\$
Hard Construction Costs:	
On-Site & Off-Site Costs	\$
New Construction Costs	\$
Total Hard Construction Costs	\$
Architect & Engineering Fees	\$
Contractor Overhead & Profit	\$
Developer Fee	\$
Cost of Issuance	\$
Capitalized Interest	\$
Other Soft Costs (Marketing, etc.)	\$
Total Uses:	\$

6. Uses: Acquisition & Rehabilitation Project

Complete the following table, if applicable, and submit itemized breakdown of the complete uses of funds, labeled as **Attachment G-1 (Please itemize all liens to be paid off at closing)**. Applicants proposing the rehabilitation or demolition of occupied housing shall include the cost of any tenant relocation in G-1 and provide a detailed description of the relocation plan, labeled as **Attachment G-2**.

Acquisition Cost		\$
Hard Construction Costs:		
On-Site & Off-Site Costs	\$	
Rehabilitation Costs	\$	
Total Hard Construction Costs		\$
Architect & Engineering Fees		\$
Contractor Overhead & Profit		\$
Developer Fee		\$
Relocation		\$
Cost of Issuance		\$
Capitalized Interest		\$
Other Soft Costs (Marketing, etc.)		\$
Total Uses:		\$

7. Estimated per unit cost (not including Manager's Units): \$

An application requesting allocation with total project costs that appear to be high for the geographic area in which the project is located will be requested to provide an explanation for why costs are high and demonstrate that such costs are justified.

(See Section 5194 of the CDLAC Regulations.)

8. Estimated total hard costs per unit: \$ (Total hard costs per unit shall consist of New Construction/ Rehabilitation and On & Off Site costs shown in either sections 5 or 6 divided by the number of all units, excluding Manager's Units)

(See Section 5210(c) of the CDLAC Regulations.)

Submit an itemized breakdown of hard construction costs, labeled as **Attachment H or H-1**. Hard Construction/ Rehabilitation costs shall consist of structure costs only.

Projects involving the rehabilitation of existing buildings must complete a minimum of \$ 10,000 in hard construction costs per unit with the exception of at-risk projects that do not receive an award of tax credit. Federally Assisted At Risk Projects that receive only an award of bond authority and do not receive low income housing tax credit must spend the minimum amount required by 26 U.S.C. Section 147(d)(2). Projects not meeting this minimum requirement will be deemed incomplete. Submit an itemized breakdown of hard construction costs, labeled as **Attachment H or H-1**.

9. Capital Needs Assessment

(See Section 5212 of the CDLAC Regulations.)

Projects involving the rehabilitation of existing buildings must submit a Capital Needs Assessment performed no more than 180-days prior to application deadline, labeled as **Attachment H-2**. The Capital Needs Assessment shall not apply if the project received an Allocation within the past five years and these requirements were met in the original application. Please indicate "Not Applicable" if a Capital Needs Assessment is not required.

10. Allocation per Restricted Rental Unit: \$

(See Section 5231(d) of the CDLAC Regulations.)

If two or more Applications receive the same total number of points, the Applications will be ranked according to the lowest amount of requested Allocation per Restricted Rental Unit.

11. Complete the following information relating to the Debt Service Coverage Ratio contained in the commitment for credit enhancement or private placement purchase of bonds, using annualized pro-forma figures:

a. Potential Gross Income	\$
b. Less Vacancy Rate @ % *	-\$
c. Effective Gross Income (a minus b)	\$
d. Less Operating Expenses (include Operating & Replacement Reserves)	-\$
e. Net Operating Income (c minus d)	\$
f. Principal plus Interest (Debt Service)	\$
g. Debt Service Coverage (e divided by f)**	\$

*Use market area vacancy rate or appraised vacancy rate, but in no event use less than 5%. If less than 5% is being used, please provide a written explanation as to the reason below.

**Cannot be less than 1.15 to 1 pursuant to Section 5193 of the CDLAC Regulations except for FHA/HUD projects, RHS projects or projects financed by the California Housing Finance Agency.

Submit CDLAC form, **Attachment I** that provides an itemized breakdown of the Operating Expenses.

PART III – PROJECT INFORMATION/EVALUATION CRITERIA

1. Project Name:

2. Project Street Address:

City:

County:

Zip Code:

[The zip code must be included. If the project site does not yet have a street address, contact the local United States Post Office for an approximate zip code.]

3. Legislative Districts and Census Tract

a. Federal Congressional District in which the proposed Project is located:	
b. State Senate District in which the proposed Project is located:	
c. State Assembly District in which the proposed Project is located:	
d. Census Tract in which the proposed Project is located:	

4. Prior Tax-Exempt Allocation Award

	<u>YES</u>	<u>NO</u>
Has the proposed Project received a CDLAC allocation in the past?	<input type="checkbox"/>	<input type="checkbox"/>
Was the allocation used to issue the bonds for the project?	<input type="checkbox"/>	<input type="checkbox"/>
Have bond proceeds been used or drawn down?	<input type="checkbox"/>	<input type="checkbox"/>
If "YES", submit a narrative explanation of the circumstances surrounding the prior allocation and why additional allocation is being requested. The narrative must include the amount of the previous allocation, the month and year it was awarded, the CDLAC resolution number, the status of the bonds, the balance of bond proceeds, and a justification for the additional allocation. The narrative must be labeled as Attachment J .		

5. Project Type and Characteristics

Submit a narrative description of the proposed Project, labeled as **Attachment K**. The description must contain, at a minimum, the following details: **1)** the number of acres of the site (include topography and special features), **2)** a description of the surrounding neighborhood, **3)** the targeted population for the project (i.e. large families, seniors, etc.), **4)** the expected start and completion date of construction/rehabilitation, **5)** physical features of the project (i.e., description of buildings, grounds, project amenities, etc.), **6)** unit configuration, **7)** unit amenities, **8)** scope of rehabilitation work, and **9)** if applicable, a description of other unique features of the project.

Respond by checking as many items as are applicable to the proposed Project.

Project Type and Characteristics	Check here
a. The proposed Project is a HOPE VI Project as defined in Section 5170 of the CDLAC Regulations. If the Project is a HOPE VI Project, the Project Sponsor must submit a letter from HUD, labeled as Attachment L , verifying that the Project received HOPE VI funds.	<input type="checkbox"/>
b. The proposed Project is a Federally Assisted At-Risk Project as defined in Section 5170 of the CDLAC Regulations. If the Project is a Federally Assisted At-Risk Project, the Project Sponsor must submit <u>all</u> of the following: 1. Evidence from the appropriate federal or state agency regulating the Project of the expiration date of the HAP Contract (Section 8) or regulatory agreement (236, 221 (d)(3) BMIR, tax-exempt private activity bond, or low-income housing tax credit). 2. Evidence of the date of final endorsement. 3. Evidence that no other regulatory agreement pertaining to the proposed Project would prohibit the termination of use restrictions, such as Flexible Subsidy Assistance and/or Title 2 or Title 6 use agreements. 4. A copy of the notice of intent required to be filed by federal and state agencies. 5. A short narrative explaining how the proposed project meets the above criteria. The evidence must be labeled sequentially as Attachment L-1, L-2 , etc.	<input type="checkbox"/>
c. The proposed Project is a Mixed Income Project as defined in Section 5000 of the CDLAC Regulations.	<input type="checkbox"/>
d. The proposed Project is a Rural Project as defined in Section 5000 of the CDLAC Regulations. DO NOT CHECK if item “c”, above, has been checked.	<input type="checkbox"/>
e. The proposed Project is an Acquisition & Rehabilitation Project.	<input type="checkbox"/>
f. The proposed Project is a New Construction Project or Adaptive Reuse as defined in Section 5170 of the CDLAC Regulations.	<input type="checkbox"/>
g. The proposed Project is a single room occupancy (SRO) rental project.	<input type="checkbox"/>
h. The proposed Project is a senior citizens rental project.	<input type="checkbox"/>
i. The proposed Project is an assisted living rental project.	<input type="checkbox"/>
j. The proposed Project is a special needs housing rental project.	<input type="checkbox"/>

6. Complete the following tables. **The information provided in the tables must be consistent with the market study, the responses to Items 9, 10 and 11, which follow, and between the two tables.** If the rent shown in column “d” of Table 1 will be subsidized, provide a brief explanation of the subsidy in the blank space below.

Table 1.

(a) # of Bedrooms/ # of Bathrooms	(b) Unit Size (sq.ft.)	(c) # of Units	(d) Proposed Monthly Tenant-Paid Rent (Not including utilities)	(e) Total Monthly Tenant-Paid Rents (Not including utilities) (c x d)	(f) Monthly Utility Allowance	(g) Monthly Gross Rent (d + f)	(h) % of Area Median Income Based on Monthly Gross Rent
Restricted Rental Units							
			\$	\$	\$	\$	%
			\$	\$	\$	\$	%
			\$	\$	\$	\$	%
			\$	\$	\$	\$	%
			\$	\$	\$	\$	%
			\$	\$	\$	\$	%
			\$	\$	\$	\$	%
			\$	\$	\$	\$	%
Total # of Units			Total	\$			

Market Rate Units				
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Total # of Units			Total	\$

Managers' Units				
			\$	\$
			\$	\$
Total # of Units			Total	\$

Table 2.

(a) Total No. of Units (excluding Mgr. Units)	(b) Total No. of Restricted Units	(c) Percent of Total Restricted Units (b ÷ a)	(d) No. of Units at or below 50% AMI	(e) Percent of Units at or below 50% AMI (d ÷ a)	(f) No. of Units above 50% to 60% AMI	(g) Percent of Units above 50% to 60% AMI (f ÷ a)	(h) No. of Restricted Rental Units with 3 or more Bdrms.	(i) Percent of Restricted Rental Units with 3 or more Bdrms. (h ÷ b)
		%		%		%		%

7. Site Control

(See Section 5190(a) of the CDLAC Regulations.)

A current title report (completed no more than 90 days prior to application), labeled as Attachment M, shall be submitted with all applications for the purposes of this threshold requirement. As a condition of meeting this minimum requirement, the Project Sponsor must submit evidence of site control demonstrating its readiness to use the allocation. Applications not meeting this minimum requirement will be deemed incomplete. The evidence of site control must take at least one of the following forms. Evidence that is in addition to the mandatory title report must be labeled as **Attachment M-1, M-2**, etc.

Respond by checking as many forms as are applicable to the proposed Project.

Form of Evidence	Check here
The Applicant or Project Sponsor holds fee title as evidenced by the title report.	<input type="checkbox"/>
An executed lease agreement or lease option for the length of time the Project will be regulated under this program between the Project Sponsor and the owner of the subject property.	<input type="checkbox"/>
An executed disposition and development agreement between the Project Sponsor and a public agency.	<input type="checkbox"/>
A valid, current, enforceable contingent purchase and sale agreement or option agreement between the Project Sponsor and the owner of the subject property, including evidence that all extensions necessary to keep agreement current through the date of the award of allocation have been executed.	<input type="checkbox"/>
Valid, current and enforceable purchase and sale agreements, contingent purchase sale or option agreements in combination between the Project Sponsor, a third party and the owner of the subject property such that the Committee can determine that upon a grant of Allocation the Project Sponsor has a right to acquire the subject property.	<input type="checkbox"/>
Documentation from a local agency demonstrating its intention to acquire the site, or a portion of the site, through eminent domain proceedings. (In this instance, the CDLAC Executive Director has sole discretion to determine whether such documentation clearly demonstrates site control.)	<input type="checkbox"/>

8. Local Approvals and Zoning

(See Section 5190(b) of the CDLAC Regulations.)

As an additional minimum requirement demonstrating readiness to use the allocation, the Project Sponsor must submit evidence that at the time of application the proposed project site is zoned for the intended use of the project, and that the project has obtained all applicable local land use approvals that are subject to the discretion of local elected officials. Applications not meeting this minimum requirement will be deemed incomplete. The evidence of discretionary local approvals and zoning must be labeled as **Attachment N** or **N-1, N-2**, etc. and take at least one of the following forms.

Respond by checking as many forms as are applicable to the proposed Project.

Form of Evidence	Check here
CDLAC Zoning and Local Approval Verification Form bearing the signature of a local planning agency representative.	<input type="checkbox"/>
Letter from a local planning official that verifies all of the information requested by the CDLAC Zoning and Local Approval Verification Form.	<input type="checkbox"/>
Documentation from a local agency that clearly demonstrates the agency's intentions to acquire the Project site, or a portion of the Project site, through eminent domain proceedings.	<input type="checkbox"/>

9. Income Restriction

(See Section 5191 and Section 5192 of the CDLAC Regulations.)

Minimum Requirement

A minimum of ten percent (10%) of the units in a Qualified Residential Rental Project must have Gross Rents that are restricted to households with incomes no greater than fifty percent (50%) of the Area Median Income (AMI). All of the rent restricted units that meet this requirement, with the exception of Mixed Income Pool projects and units located on the upper level floors of high-rise developments, shall be generally distributed in terms of location and number of bedrooms throughout the project. All such units shall be of comparable quality and offer a range of sizes and number of bedrooms comparable to those units that are available to other tenants.

For federally assisted at-risk projects and 4% low income housing tax credit projects, this shall mean that the Project units must have Gross Rents that are restricted to households whose incomes must be 50% or less of the AMI; or Gross Rents that are restricted to households whose incomes must be 60% or less of the AMI. (Consult Section 5170 of the CDLAC Regulations for the definition of “Gross Rents”.) Applications not meeting this minimum requirement will be deemed incomplete. Complete the tables in Item #6 of this PART III. The percentage in column “e” and “g” of Table 2 will be used to determine if the Project meets this minimum requirement.

If the Project is to be substantially retrofitted for energy conservation or will be newly constructed with substantial energy conservation, utility allowances based upon the lower utility cost projected after construction or retrofit may be submitted. Such lower utility allowances must be validated by a public utility letter or public housing authority letter, which provides estimates that are adjusted for significant energy conservation sources.

Exceeding the Minimum Income Restrictions Point Category (Section 5230(c) of the CDLAC Regulations)

(35 points maximum for non-Mixed Income Projects and 15 points maximum for Mixed Income Projects)

Projects will earn points for the percentage of units that are restricted to household incomes at or below 50% of the AMI and between 51% and 60% of the AMI. Federally assisted at-risk projects and 4% low income housing tax credit project will earn points for the percentage of units that have **Gross Rents** restricted to household incomes at or below 50% of the AMI and between 51% and 60% of the AMI. The percentages in columns “e” and “g” of Table 2 in Item #6 of this PART III will be used to determine the points earned in this category.

10. Gross Rents Point Category (Section 5230(d) of the CDLAC Regulations)

All projects that are subject to the use of Gross Rents will earn 5 points in this category. All proposed projects that are not subject to the use of Gross Rents but voluntarily do so will earn 5 points in this category.

Evidence of utility allowances shall be satisfied with a letter from the local housing authority that includes:

- a. A certification that the proposed Project is located within its jurisdiction. (ref: IRS Final Regulations T.D. 8520)
- b. A current utility allowance schedule.
- c. An itemization of which components of the utility allowance schedule apply to the Project.

The documentation evidencing a utility allowance must be labeled **Attachment O**, or if more than one document, as **O-1, O-2**, etc. In addition, columns “e”, “f” and “g” of Table 1 in Item #6 of this PART III will be used to determine if points are earned in this category.

11. Large Family Units Point Category (Section 5230(g) of the CDLAC Regulations)

Projects where at least 30% of the Restricted Rental Units are three-bedroom or larger units will earn points. The percentage in column “i” of Table 2 in Item #6 of this PART III will be used to determine the points earned in this category.

12. Market Study (Section 5200 of the CDLAC Regulations)

All Qualified Residential Rental Project applicants are required to submit a market study, labeled as **Attachment P**. Applications without a market study will be deemed incomplete. A full market study, prepared within 180 days of the application filing deadline, by an independent third party having no identity of interest with the development's partners, intended partners, or general contractor, must be submitted with the Application. **Market studies must include a 1-2 page summary of its findings, particularly with regard to comparable rental properties.**

The market study will be used to determine compliance with the minimum rent restriction requirement that restricted rents must be at least 10% below market rents (Section 5191(b) of the CDLAC Regulations). Please read the CDLAC Regulations posted on the Committee's web site. **Note: The unit rents and square footages of the subject property used throughout the Market Study, including all Rent Comparison matrices, must be consistent with the same information shown in Table 1 in this application.**

13. Rent Restrictions

Minimum Requirement (Section 5191(b) of the CDLAC Regulations)

The proposed tenant paid rents for each tax-exempt bond unit type in the proposed development will be at least ten percent (10%) below rents for the same unit types in the comparable market rate rental properties, as demonstrated by the market study (Attachment P) and the market study's Rent Comparability Matrix, labeled as **Attachment R**. Applications not meeting this minimum requirement will be deemed incomplete. The information in columns "c", "d" and "e" of Table 1 in Item #6 of this PART III must show the same proposed rents as the market study and will be used to determine if the Project meets this minimum requirement.

Exceeding the Minimum Rent Restriction Point Category (Section 5230(e) of the CDLAC Regulations)

Projects will earn points when the Restricted Rents for each tax-exempt bond unit types are at least 20% below the market rents for the same unit types, as demonstrated by the market study (Attachment P) and the market study's Rent Comparability Matrix (Attachment R). Federally Assisted At Risk Projects and HOPE VI Projects that receive points for average rents that are at least 20% below market rents are not eligible for the points described in this point category. The information in columns "c", "d", and "e" of Table 1 in Item #6 of this PART III must show the same proposed rents as the market study and will be used to determine the points earned in this category.

Federally Assisted At Risk Projects Point Category (Section 5230(b) of the CDLAC Regulations)

Federally Assisted At Risk Projects and HOPE VI Projects will earn points when the Restricted Rents for each tax-exempt bond unit types are at least 20% below market rents for the same unit types, as demonstrated by the market study (Attachment P) and the market study's Rent Comparability Matrix (Attachment R). (For this section, "restricted rents" means the average rental rate of all of the units regulated by a CTCAC Extended Low-Income Housing Commitment Agreement or other regulatory agreement if the Section 8 contract is discontinued). The information in columns "c", "d" and "e" of Table 1 in Item #6 of this PART III must show the same proposed rents as the market study and will be used to determine the points earned in this category.

Submit a **scaled-for-distance** map, labeled as **Attachment Q**, showing the location of the proposed Project and the comparable market rental properties. The map must be legible and must clearly show the proposed Project at the center of a circle with a 1-mile radius.

14. Term of Income and Rent Restrictions (Section 5192 of the CDLAC Regulations)

Minimum Term of Restrictions

The Qualified Project Period for the Project must be for at least 30 years. Projects that maintain the Qualified Project Period for longer than thirty (30) years will be awarded two (2) points for every five (5) years of affordability beyond thirty (30) years up to fifty-five (55) years. Consult the CDLAC Procedures for the definition of a Qualified Project Period. Applications not meeting this minimum requirement will be deemed incomplete.

Proposed Term of Restrictions.	
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15. Community Revitalization Criteria (Section 5230(i) of the CDLAC Regulations)

A. Community Revitalization Area Qualifications (Section 5230(i)(1) of the CDLAC Regulations)

Applications with Projects located in a Community Revitalization Area (CRA) will qualify for points provided that the CRA meets one or more Distressed Community characteristic and includes documentation from the municipality or any agency responsible for affordable housing with jurisdiction over the Project, labeled as **Attachment S-1** that substantiates the following:

- (1) Confirmation that a plan for revitalizing the subject area has been adopted, the date of adoption and name of the CRA.
- (2) Confirmation that the Project is within the CRA.
- (3) A scaled-for-distance map that is legible and clearly shows the boundaries of the CRA and the location of the proposed Project within the area boundaries labeled as **Attachment S-2**.

	Date
Date of adoption of the Community Revitalization Plan for the Community Revitalization Area.	

Check as many of the following Distressed Community characteristics that apply to the area in which the proposed Project is located.

Characteristics of a Community Revitalization Area	Check here
The area is in a community that has an unemployment rate equal to or greater than 125% of the statewide unemployment rate (based on the most recent annual average for sub-county areas published by EDD).	<input type="checkbox"/>
The area is in a community that has a median family income of less than 80% of the statewide family median income (based on the most recent census data available for cities or Census Designated Places). (Consult Section 5000 of the CDLAC Regulations for the definition of "Distressed Community" for further detail regarding this criterion.)	<input type="checkbox"/>
The area is in a community that has a poverty rate equal to or greater than 110% of the statewide poverty rate (based on the most recent census data available for cities or Census Designated Places). (Consult Section 5000 of the CDLAC Regulations for the definition of "Distressed Community" for further detail regarding this criterion.)	<input type="checkbox"/>
The area is in a state designated Enterprise Zone (including Manufacturing Enhancement Area or Targeted Tax Area).	<input type="checkbox"/>
The area is in a federally designated Empowerment Zone, Enterprise Community or Renewal Community.	<input type="checkbox"/>

B. Community Revitalization Area Point Criteria (Section 5230(i)(2) of the CDLAC Regulations)

Points will be awarded if the documentation provided in **Attachment S-1** substantiates the following activities:

Community Revitalization Activities	Check here
A. Five (5) points will be awarded where specific and significant on-going programs in conjunction with community partnerships, evidenced by a legally enforceable agreement(s) between two or more wholly separate entities, have been established, are currently operating, and are providing community enhancement services in the neighborhood, including, but not limited to, job training or after-school enrichment programs.	<input type="checkbox"/>
B. Five (5) points will be awarded where substantial funds, not including the funds for the proposed Project, have been expended in the last three (3) years, are being expended or are committed to be expended to improve the community infrastructure, including, but not limited to, parks, storm water and sewer systems or street improvements of the overall area.	<input type="checkbox"/>
C. Five (5) points will be awarded where other Projects, including, but not limited to, retail, office and housing that contribute to community revitalization have been completed in the last three (3) years, are underway or are committed to be completed.	<input type="checkbox"/>

16. Site Amenities Point Category (Section 5230(j)(2) of the CDLAC Regulations)

The Project Sponsor must certify on **Attachment T** as to the amenities that are applicable to the proposed Project. A project may earn 2.5 points for each amenity that is properly documented and certified to be applicable to the proposed Project.

Amenity	Check here
A. The proposed Project is located within a Public Transit Corridor, or the proposed Project is a Rural Project as defined in Section 5000 of the CDLAC Regulations and is using a van or dial-a-ride service due to the lack of a public transportation system available in that Rural Area. (The project site must be within ¼ mile of a transit station, rail station, commuter rail station, bus station or bus stop.)	<input type="checkbox"/>
B. The proposed Project is located within ½ mile of a park or recreational facility.	<input type="checkbox"/>
C. The proposed Project is located within close proximity of groceries and other essential shopping needs. (Grocery means a full service store or supermarket that provides food staples; fresh meats, poultry, dairy products, and produce; as well as other personal and household products. For CDLAC purposes, convenience stores and mini-marts/markets are not considered full service stores or supermarkets). Select one of the following: 1. The proposed Project is within ½ mile of a full scale grocery store/supermarket of at least 25,000 gross interior square feet. For Rural Projects, within 1 mile. 2. The proposed Project is within ¼ mile of a neighborhood market of at least 5,000 gross interior feet. For Rural Projects, within ½ mile.	<input type="checkbox"/> <input type="checkbox"/>
D. The proposed Project is located within close proximity of public schools (K-12 grades), (proposed projects that are restricted to residents 55 years or older shall not be eligible for points under this criterion). 1. Within ¼ mile of a public elementary school; ½ mile of a public middle school, or 1 mile of a public high school that children living in the development may attend and that the site is within the attendance area of that school. 2. For Rural Projects, an additional ½ mile for each public school type that children living in the development may attend and that the site is within the attendance area of that school.	<input type="checkbox"/> <input type="checkbox"/>
E. The proposed Project is within ½ mile (for Rural projects, 1 mile) of a medical clinic with a physician, physician's assistant, or nurse practitioner onsite for a minimum of 40 hours each week, a pharmacy within 1/4 mile of site (for Rural projects, 1/2 mile) or hospital (not merely a private doctor's office). The Project must have all units restricted to households having members 55 years or older (with the exception of caregivers and others who are exempt by state law from the age restriction). The proposed Project is within ½ mile (for Rural projects, 1 mile) of: (i) a medical clinic with a physician, physician's assistant, or nurse practitioner onsite for a minimum of 40 hours each week, (ii) a hospital (not merely a private doctor's office), or (iii) a pharmacy within 1/4 mile of site (for Rural projects, 1/2 mile). A qualifying medical clinic must accept Medi-Cal and Medicare payments, or Health Care for the Homeless for projects housing homeless populations, or have an equally comprehensive subsidy program for low-income patients.	<input type="checkbox"/>
F. The proposed Project is located within ½ mile of a public library.	<input type="checkbox"/>
G. The proposed Project will provide high speed internet or wireless "WiFi" service connection to each unit. Service will be available by the placed in service date. High speed internet service, with a minimum average download speed of 768 kilobits/second must be made available to each unit for a minimum of 10 years, free of charge to the tenants, and available at the time of the project's placed-in-service	<input type="checkbox"/>

date.	
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To earn points in this category, the amenity must already exist, with the following exception: Applicants requesting points for site amenities that do not currently exist must include a letter from the controlling entity, signed by an authorized individual representing the entity, that states the funds for the amenity are committed, and the amenity is planned. Future WiFi service is excluded from the letter requirement. In the case of a bus stop that does not currently exist, points will be awarded where it is shown that the bus provider and municipality have agreed on and approved the site for the stop and it will be in existence no later than two years after the development is placed in service. The Project Sponsor **must complete Attachment T** and provide the required evidence specified in Attachment T.

17. Service Amenities Point Category (Section 5230(l) of the CDLAC Regulations)

The Project Sponsor must complete the certification in **Attachment U** as to the amenities that are applicable to the proposed Project. A project may earn 5 points, up to a maximum of 10 points, for each amenity that is properly documented and certified to be applicable to the proposed Project.

Service amenities must be appropriate to the tenant population served and committed to for a minimum of 10 years. Programs must be of a regular, ongoing nature and provided to tenants free of charge, except for day care services. Services must be designed to generate positive changes in the lives of tenants, such as increasing tenant knowledge of and access to available services, helping tenants maintain stability and prevent eviction, building life skills, increasing household income and assets, increasing health and well-being, or improving the educational success of children and youth. Services must be provided on-site except that Projects may use off-site services within ~~4/41/2~~ 1 ½ miles for Rural projects of the development provided that they have a written agreement with the service provider at the time of Application enabling the development's tenants to use the services free of charge (except for day care and any charges required by law) and that demonstrate that provision of on-site services would be duplicative. Referral services will not be eligible for points. Contracts with service providers, service provider experience, and evidence that physical space will be provided on- or off-site must be documented within the application. Documentation must be provided for each category of services for which the applicant is claiming service amenity points and must state the name and address of the organization or entity that will provide the services; describe the services to be provided; state annual value of the services; commit that services will be provided for a period of at least one (1) year; name the project to which the services are being committed. Evidence shall take the form of a contract for services, Memorandum of Understanding (MOU), or commitment letter on agency letterhead. Services delivered by the on-site Property Manager or other property management staff will not be eligible for points under any category. All organizations providing services for which the project is claiming points must document that they have at least 24 months of experience providing services to the project's target population. Experience of individuals may not be substituted for organizational experience.

The application must propose a combined annual value of at least \$10,000, or \$5,000 for Projects of 20 units or fewer, for those services. In addition, any donated services must be assigned a dollar value by the provider of those services. All anticipated income and expenses associated with the Project's service amenities program(s) shall be included in **Attachment I**.

Amenity	Check here
A. Five (5) points will be awarded to Family Projects with after school programs of an ongoing nature. The programs shall include, but are not limited to: tutoring, mentoring, homework club, and art and recreation activities. The programs shall be provided weekdays throughout the school year for at least 10 hours per week.	<input type="checkbox"/>
B. Five (5) points will be awarded to Projects with instructor-led educational, health and wellness, or skill building classes. The classes shall include, but are not limited to: financial literacy, computer training, home-buyer education, GED, resume building, ESL, nutrition, exercise, health information/awareness, art, parenting, on-site food cultivation and preparation and smoking cessation. The classes shall be provided at a minimum of 84 hours per year (drop-in computer labs, monitoring or technical assistance shall not qualify).	<input type="checkbox"/>
C. Five (5) points will be awarded to Projects with licensed childcare providing 20 hours or more per week (Monday through Friday) to residents of the development.	<input type="checkbox"/>

D. Five (5) points will be awarded to Projects with health and wellness services and programs. Such services and programs shall provide individualized support for tenants (not group classes) but need not be provided by licensed individuals or organizations. The services shall include, but are not limited to: visiting nurses programs, intergenerational visiting programs, and senior companion programs. The services shall be provided at a minimum of 100 hours per year.	<input type="checkbox"/>
E. Five (5) points will be awarded to Projects with a bona fide service coordinator/social worker available provided that the experience of the coordinator, the duties of the coordinator, and a budget to pay for the coordinator are included labeled as Attachment U-1 . The responsibilities must include, but are not limited to: (a) providing tenants with information about available services in the community, (b) assisting tenants to access services through referral and advocacy, and (c) organizing community-building and/or enrichment activities for tenants (such as holiday events, tenant council, etc.)	<input type="checkbox"/>

18. Minimum Sustainable Building Standards (Section 5205 of the CDLAC Regulations)

The project sponsor shall provide a certification in attachment V-1 of their intent to utilize landscaping and construction materials which are compatible with the neighborhood in which the proposed project is to be located, and that the architectural design and construction materials will provide for low maintenance and durability, as well as be suited to the environmental conditions to which the project will be subjected. Please note that if seeking tax credits, please consider CTCAC's workbook requirements when developing your CDLAC application. (Section 10325 (f)(7)(A) of CTCAC regulations.)

<u>Additionally, the certification of intent shall note that the following minimum specifications will be incorporated into the project design for all new construction and rehabilitation projects:</u>	
A. Energy Efficiency. All new construction buildings shall be fifteen thirty percent (4530%) better than the current 2008 Energy Efficiency Standards (California Code of Regulations, Part 6 of Title 24). All rehabilitated buildings shall have improved energy efficiency above the modeled energy consumption of the building(s) based on existing conditions, with at least a 10% post-rehabilitation improvement over existing conditions energy efficiency achieved for each building.	
B. CALGreen Compliance. New construction high-rise buildings shall meet the mandatory provisions of the CALGreen Code (Title 24, Part 11 of the California Code of Regulations). All rehabilitation projects, including high-rise rehabilitation projects, are required to meet the mandatory provisions of the CALGreen Code for any building product or system being replaced as part of the scope of work.	
C. Landscaping. A variety of plant and tree species that require low water use shall be provided in sufficient quantities based on landscaping practices in the general market area and low maintenance needs. Projects shall follow the requirements of the State's Model Water Efficient Landscape Ordinance (Title 23, California Code of Regulations, Section 490 et seq.) (http://www.water.ca.gov/wateruseefficiency/landscapeordinance/) unless a local landscape ordinance has been determined to be at least as stringent as the current model ordinance.	
D. Roofs. Roofing shall carry a three-year subcontractor guarantee and at least a 20-year manufacturer's warranty.	
E. Exterior Doors. Insulated or solid core, flush, paint or stain grade exterior doors shall be made of metal clad, hardwood faces, or fiberglass faces; with all six sides factory primed and subject to a standard one-year guarantee.	

F. Appliances. ENERGY STAR rated appliances, including but not limited to, refrigerators, dishwashers, and clothes washers shall be installed when such appliances are provided within low-income units and/or in on-site community facilities unless waived by the Executive Director.
G. Window Coverings. Window coverings shall be provided and may include fire retardant drapes or blinds.
H. Water Heater. For units with individual tank-type water heaters, minimum capacities are to be 30 gallons for one- and two-bedroom units and 40 gallons for three-bedroom units or larger.
I. Floor Coverings. A hard, water resistant, cleanable surface shall be required for all kitchen and bath areas. Carpet complying with U.S. Department of Housing and Urban Development/ Federal Housing Administration UM44D, or alternatively, cork bamboo, linoleum, or hardwood floors shall be provided in all other floor spaces unless this requirement is specifically waived by the Executive Director
J. Paint. Use of Low Volatile Organic Compound (VOC) paints and stains (Non-flat: 150 g/l or less, Flat: 50 g/l or less) for all interior surfaces where paints and stains are applied.
K. Insulation. All fiberglass-based insulation shall meet the Greenguard Emission Criteria for Children and Schools as required by the California Tax Credit Allocation Committee Title 4, Division 17, Chapter 1, Section 10325.

Compliance and Verification: Evidence of Compliance is to be submitted to CDLAC as an attachment to the first Certification of Compliance (the form of which is attached to the project resolution and which is required to be submitted on March 1 of each year). For projects not yet placed in service, the information is due following receipt of the verification, but in no event shall this documentation be submitted more than two years after the issuance of bonds.

- (1) The project sponsor with new construction projects that have been placed-in-service must submit the appropriate California Energy Commission compliance form for the project which shows the necessary percentage improvement better than the appropriate Standards
- (2) The project sponsor with rehabilitation projects must submit the California Energy Commission HERS II energy consumption and analysis report which shows the pre- and post-rehabilitation HERS II estimated annual energy use demonstrating the required improvement, in their placed-in-service package.
- (3) The project sponsor shall submit third party documentation from one of the following sources confirming the existence of items, measures, and/or project characteristics:
 - o A certified HERS Rater
 - o A certified GreenPoint Rater; or
 - o A US Green Building Council Certification.

19. Sustainable Building Methods (Section 5230(k) of the CDLAC Regulations) (10 points maximum)

Sustainable Building Points will be awarded provided that the Project Sponsor and the licensed Project architect each submit a certification indicating which items will be included in the Project's design and any relevant specifications. Respond by checking the box if applicable to the proposed Project.

A. New Construction/Adaptive Reuse: Energy Efficiency Certification (Section 5230(k)(3) of the CDLAC Regulations).

Projects that develop and commit to certifying the Project under any one of the following programs (5 points):

Energy Efficiency Certification	Check here
Leadership in Energy & Environmental Design (LEED for Homes)	<input type="checkbox"/>
Green Communities	<input type="checkbox"/>
Green Point Rated Multifamily Guidelines.	<input type="checkbox"/>

B. Additional Points for Exceeding Title 24 Standards for New Construction/Adaptive Reuse: (Section 5230(k)(4) of the CDLAC Regulations).

Projects receiving points under section A. may qualify for additional points for energy efficiency beyond the requirements in Title 24, Part 6, of the California Building Code (the Standards) under which the Project is constructed if the following Standards are met as follows:

Percentage Better than the Current Standards		Check here
17.5%	2 points for Low-Rise/3 points for High-Rise	<input type="checkbox"/>
20%	3 points for Low-Rise/5 points for High-Rise	<input type="checkbox"/>
25%	5 points for Low-Rise only	<input type="checkbox"/>

C. Additional Points for Exceeding Energy Efficiency Certification for New Construction/Adaptive Reuse: (Section 5230(k)(5) of the CDLAC Regulations).

Projects receiving points under section A. may qualify for additional points for developing beyond the minimum requirements of the green building program chosen as follows:

Exceeding Energy Efficiency Standards			Check here
LEED for Homes	Silver	3 points	<input type="checkbox"/>
	Gold	5 points	<input type="checkbox"/>
Green Point Rated	100	3 points	<input type="checkbox"/>
	125	5 points	<input type="checkbox"/>

D. Rehabilitation Projects: Home Energy Rating System (Section 5230(k)(6) of the CDLAC Regulations).

Rehabilitation Projects that commit to improve energy efficiency above the modeled energy consumption of the building(s) based on existing conditions will shall be awarded points based on the building(s) age and percentage decrease (or improvement in energy efficiency) in the building's Home Energy Rating System II estimated annual energy use post rehabilitation as follows:

Improvement Over Current	Points	Check here
15%	3 points	<input type="checkbox"/>
20%	5 points	<input type="checkbox"/>
25%	7 points	<input type="checkbox"/>
30%	10 points	<input type="checkbox"/>

E. Additional Points for Rehabilitation Projects (Section 5230(k)(7) of the CDLAC Regulations).

Project's receiving points under section D. may qualify for additional points for committing to developing, and/or managing the Project with any one of the following (3 points):

A. Photovoltaic generation or solar energy:	Check only one box for items i-iii
(i) The Project will include photovoltaic (PV) generation that offsets tenant loads; or	<input type="checkbox"/>
(ii) PV that offsets either 50 percent (50%) of common area load (if the combined available roof area of the project structures, including carports, is insufficient for provision of 50% of annual common area electricity use, then the project shall have onsite renewable generation based on at least 90 percent (90%) of the available solar accessible roof area); or	<input type="checkbox"/>
(iii) Solar hot water for all tenants who have individual water meters	<input type="checkbox"/>
B. The Project will implement sustainable building management practices that include: (i) Development of a project-specific maintenance manual including replacement specifications and operating information of all energy and green building features; and (ii) Certification of building management staff in sustainable building operations per BPI Multifamily Building Operator or equivalent training program; and (iii) Undertaking formal building systems commissioning, retro-commissioning or re-commissioning as appropriate (continuous commissioning is not required).	<input type="checkbox"/>
C. The Project will sub-meter centralized hot water systems for all tenants.	<input type="checkbox"/>

To receive points for Sustainable Building Methods in part A through E above, the Project Sponsor and Architect must both sign the certification form (**Attachment V-2**).

The certifications shall attest that the applicable design elements described in this section will be included in the project's design and specifications and shall include the signature, the printed name, the title of the person making the certification and the date of signature. The signature of the Architect must indicate the appropriate license registration number.

If your application is approved, compliance will be demonstrated by the submission of the appropriate third party verification documentation showing the project has met the requirements for the relevant program. The third party verification must be submitted to CDLAC as an attachment to the first Certification of Compliance (the form of which is attached to the project resolution and which is required to be submitted on March 1 of each year). See section 5230 of the CDLAC Regulations for specific third party verification required for each sustainable building point category.

PART IV – PROJECT SPONSOR/DEVELOPER/PROPERTY MANAGER INFORMATION

PROJECT SPONSOR

Submit CDLAC form, **Attachment W-1**, that provides information pertaining to the Project Sponsor identified in PART I, Item #8, of this Application.

Submit CDLAC form, **Attachment W-2**, that provides information pertaining to the experience of the Project Sponsor (if different than the Developer). The Project Sponsor's CTCAC Certificate of Previous Participation and a CTCAC Schedule A form may be submitted as Attachment W-2 in lieu of the CDLAC form.

PROJECT DEVELOPER

Submit CDLAC form, **Attachment W-23**, that provides information pertaining to the Project Developer identified in PART I, Item #9, of this Application.

Submit CDLAC form, **Attachment W-34**, that provides information pertaining to the experience of the **Project Developer**. The Project Developer's CTCAC Certificate of Previous Participation and a CTCAC Schedule A form may be submitted as Attachment W-~~34~~ in lieu of the CDLAC form.

PROJECT SPONSOR AND DEVELOPER

Submit a list of California projects which the Developer and Project Sponsor (if different than the Developer) has developed or rehabilitated with tax-exempt bond financing. The list shall include the cities and counties in which the projects are located. The list shall be labeled as **Attachment W-45**.

PROJECT MANAGEMENT COMPANY

Submit CDLAC form, **Attachment X** that provides information pertaining to the property management company that will manage the proposed Project.

PART V – LEGAL STATUS OF PROJECT SPONSOR AND DEVELOPER

If a separate sheet is used to respond to the following questions, the sheet shall be labeled **Attachment Y**.

~~Disclosures should include civil or criminal cases filed in state or federal court; civil or criminal investigations by local, state, or federal law enforcement authorities; and enforcement proceedings or investigations by local, state or federal regulatory agencies. The information provided must include relevant dates, the nature of the allegation(s), charters, complaint or filing, and the outcome. For a publicly traded company, the relevant sections of the company's 10K, 8K, and 10Q most recently filed with the Securities and Exchange Commission may be attached in response to question #1. With respect to a response for question #2, previous 10K, 8K, and 10Q filings of the company may be attached if applicable.~~

~~1. Disclose material information relating to any legal or regulatory proceeding or investigation in which the project sponsor is or has been a party and which might have a material impact on the financial viability of the project or the project sponsor. Such disclosures should include any parent, subsidiary, or affiliate of the project sponsor that is involved in the management, operation, or development of the project.~~

1. Financial Viability

Disclose any legal or regulatory action or investigation that may have a material impact on the financial viability of the project or the Project Sponsor and Developer. The disclosure should be limited to actions or investigations in which the applicant or the applicant's parent, subsidiary, or affiliate involved in the management, operation, or development of the project has been named a party.

Response (Not Applicable is an unacceptable response):

~~2. Disclose any civil, criminal, or regulatory action in which the project sponsor, or any current board members (not including volunteer board members of non-profit entities), partners, limited liability corporation members, senior officers, or senior management personnel has been named a defendant in such action in the past ten years involving fraud or corruption, or matters involving health and safety where there are allegations of serious harm to employees, the public, or the environment.~~

2. Fraud, Corruption, or Serious Harm

Disclose any legal or regulatory action or investigation involving fraud or corruption, or health and safety where there are allegations of serious harm to employees, the public, or the environment. The disclosure should be limited to actions or investigations in which the Project Sponsor and Developer or the Project Sponsor's and Developer's current board member (except for volunteer board members of non-profit entities), partner, limited liability corporation member, senior officer, or senior management personnel has been named a defendant within the past ten years.

Response (Not Applicable is an unacceptable response):

Disclosures should include civil or criminal cases filed in state or federal court; civil or criminal investigations by local, state, or federal law enforcement authorities; and enforcement proceedings or investigations by local, state or federal regulatory agencies. The information provided must include relevant dates, the nature of the allegation(s), charters, complaint or filing, and the outcome. For a publicly-traded company, the relevant sections of the company's 10K, 8K, and 10Q most recently filed with the Securities and Exchange Commission may be attached in response to question #1. With respect to a response for question #2, previous 10K, 8K, and 10Q filings of the company may be attached if applicable.

PART VI – CURRENT OWNER OF PROPERTY INFORMATION

Please provide information regarding the current owner of the project property, if other than the Project Sponsor, by submitting CDLAC **Attachment Z**.

QRRP APPLICATION DOCUMENTS CHECKLIST

This checklist is provided to ensure that a completed application package is filed with the Committee. If an attachment does not apply, please write N/A in the space provided.

Your application package must contain the following:

Check Box	Document Description	Attachment Name
	\$600 initial filing fee. (See Section 50564 of CDLAC Regulations.)	
	<u>Signed</u> Deposit Certification Form. (See Section 50564 of CDLAC Regulations.)	
	Proof of Performance Deposit	
	Completed and <u>signed</u> application form.	
	Adopted Inducement Resolution. (See Section 5033(b)(5) CDLAC Regulations.)	A
	Evidence of TEFRA process. (See Section 5033(b)(6) of CDLAC Regulations.)	B
	Documentation supporting the request for an exception to the maximum allocation amount for Qualified Residential Rental Projects. (See Section 5232 of CDLAC Regulations.)	C
	Commitment(s) for credit enhancement or private placement bond purchase. (See Article 6 of Chapter 1 of CDLAC Regulations.)	D or D-1, D-2 etc.
	Itemized breakdowns of the complete sources of funds for construction.	E-1
	Itemized breakdowns of the complete sources of funds for permanent financing.	E-2
	Breakdown of the amount and type of direct and indirect public funds (form provided by CDLAC). (See Section 5230(h) of the CDLAC Regulations.)	F
	Commitment(s) or other evidence of direct and indirect public funds. (See Section 5230(h) of CDLAC Regulations.)	F-1, F-2 etc.
	Itemized breakdown of the complete uses of funds <u>and Relocation Plan, if Acquisition and Rehabilitation project.</u>	G or G-1, G-2
	Itemized breakdown of the hard construction costs.	H or H-1
	Capital Needs Assessment. (See Section 5212 of CDLAC Regulations)	H-2
	Itemized breakdown of operating expenses (form provided by CDLAC).	I
	Narrative of prior allocation award and reason for new request.	J
	Narrative description of the proposed Project.	K
	Evidence of HOPE VI Project or Federally Assisted At Risk Project. (See Section 5230(b) of the CDLAC Regulations.)	L or L-1, L-2 etc.
	Evidence of site control. (See Section 5190(a) of the CDLAC Regulations.)	M, M-1, M-2 etc.
	Evidence of local approvals and zoning (form provided by CDLAC). (See Section 5190(b) of the CDLAC Regulations.)	N or N-1, N-2 etc.
	Justification or validation of utility allowance. (See Section 5230(d) of the CDLAC Regulations.)	O
	Market Study. (See Section 5200 of the CDLAC Regulations.)	P
	Scaled-for-distance map showing the proposed Project at the center of a circle that encompasses the comparable market rental properties.	Q
	Rent Comparability Matrix (See Sections 5200 of CDLAC Regulations.)	R

	Letter from municipality in which the proposed Project is located confirming CRA designation and activities. (See Section 5230(i) of the CDLAC Regulations.)	S
	Scaled-for -distance map clearly showing the boundaries of the Community Revitalization Area (CRA) and the location of the proposed Project within such boundaries. (See Section 5230(i)(1)(D) of the CDLAC Regulations.)	S-1
	Project Sponsor's certification that the site amenities are existing and are appropriate for the population being served. (See Section 5230(i)(1)(A) of the CDLAC Regulations.)	T
	Public transit or van or dial-a-ride service time schedule and route map showing the proposed Project is within ¼ mile of a Public Transit Corridor.	T-1
	Scaled-for-distance map showing the proposed Project at the center of a circle with a ½-mile radius and the location of the applicable site amenities within such radius.	T-2
	A letter from the controlling entity, signed by an authorized individual representing the entity, that states the funds for the amenity are committed, and the amenity is planned	T-3
	Project Sponsor's certification that the service amenities are appropriate for the population being served. (See Section 5230(l)(1)(A) of the CDLAC Regulations.)	U
	Experience and duties of the bona fide service coordinator/social worker and minimum 1-year contract for services, MOU, or commitment letter on agency letterhead	U-1
	Detailed budget displaying all anticipated income and expenses associated with the Project's service amenities and evidence of the combined annual value of the service amenities.	U-2
	Scaled-for-distance map showing the location of off-site service amenities, if any, within ¼ mile of the proposed Project.	U-3
	Minimum Sustainable Building Standards certification by the Project Sponsor, Project Architect, and Applicant (See Section 5205 of the CDLAC Regulations).	V-1
	Certifications by the Project Sponsor, Project Architect, and Applicant (See Section 5230(k) of the CDLAC Regulations).	V-2
	Information pertaining to the Project Sponsor.	W-1
	<u>Information pertaining to the Project Sponsor's experience (form provided by CDLAC).</u>	<u>W-2</u>
	Information pertaining to the Project Developer.	W-2 W-3
	Information pertaining to the Project Developer's experience (form provided by CDLAC).	W-3 W-4
	A list of the Project <u>Sponsor's and</u> Developer's California projects with applicable cities and counties that were developed or rehabilitated with tax-exempt bond financing.	W-4 W-5
	Information pertaining to the proposed property management company (form provided by CDLAC).	X
	Responses to PART V – Legal Status of Applicant and Project Sponsor.	Y
	If applicable, information pertaining to Current Owner of property (form provided by CDLAC).	Z
	Duplicate copy of CDLAC Application with Attachments. [NOTE: Any subsequent mailings of additional application materials must be in <u>duplicate</u> .]	DUPLICATE

CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE

ATTACHMENT F

PUBLIC LOAN AND GRANT SUBSIDIES

If one or more of the following subsidies are proposed indicate with an "X", state the amount, and include a copy of the commitment.

	<u>"X"</u>	<i>Amount</i>
HOME Investment Partnership Act (HOME)	<input type="checkbox"/>	\$
Community Development Block Grant (CDBG)	<input type="checkbox"/>	\$
RHS 514, 515, 516, 538	<input type="checkbox"/>	\$
Century Housing Corporation	<input type="checkbox"/>	\$
Redevelopment Set-aside	<input type="checkbox"/>	\$
HCD's Multifamily Housing Program	<input type="checkbox"/>	\$
Federal Home Loan Bank AHP Funds	<input type="checkbox"/>	\$
Other (Specify)	<input type="checkbox"/>	\$

TAXABLE DEBT FINANCING

List below the taxable debt lenders.

Name of Lender	Term in Months	Interest Rate	Amount of Funds
		%	\$
		%	\$
		%	\$
		%	\$
		%	\$
		%	\$
Total Taxable Debt			\$

CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE

ATTACHMENT I

ANNUAL OPERATING EXPENSES

General Administrative

Advertising	\$ _____	
Legal	\$ _____	
Accounting/Audit	\$ _____	
Security	\$ _____	
Other	\$ _____	
Total General Administrative		\$ _____

<u>Management Fee</u>	\$ _____
-----------------------	-----------------

Utilities

Fuel	\$ _____	
Gas	\$ _____	
Water/Sewer	\$ _____	
Other _____	\$ _____	
Total Utilities		\$ _____

Payroll/Payroll Taxes

On-site Manager	\$ _____	
Maintenance Personnel	\$ _____	
Insurance	\$ _____	
Other _____	\$ _____	
Total Payroll/Payroll Taxes		\$ _____

Maintenance

Painting	\$ _____	
Repairs	\$ _____	
Trash Removal	\$ _____	
Exterminating	\$ _____	
Grounds	\$ _____	
Elevator	\$ _____	
Other _____	\$ _____	
Total Maintenance		\$ _____

Service Amenities Budget

Service Coordinator/Social Worker	\$ _____	
Other	\$ _____	
Total Service Amenities		\$ _____

\$ _____

\$ _____

\$_____

\$_____

\$_____

\$ _____

\$_____

\$_____

\$_____

CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE

ATTACHMENT N

VERIFICATION OF ZONING AND LOCAL APPROVALS

(Questions #3, #4 and #5 are not applicable to Acquisition/Rehabilitation projects)

PROJECT NAME:

PROJECT ADDRESS:

ASSESSOR PARCEL NUMBER (S):

PLANNING FILE NUMBER:

PROJECT CITY:

PROPOSED NUMBER OF UNITS:

HOUSING TYPE:

The entire parcel upon which the above-described project will be located is zoned _____, which allows for a Qualified Residential Rental Project (multifamily housing) development of no greater than _____ units per acre.

1. Does the project currently comply with all applicable local land use and zoning ordinances (If no, please explain)?
2. Please describe the current zoning and maximum per unit density allowed for the site.
3. Has the project sponsor (developer) obtained all local approvals (other than a building permit) that are subject to the discretion of local elected officials and/or subject to public appeal and necessary to begin construction (If no, please explain)?
4. Are there any outstanding approvals required by the Planning Commission, City Council, Board of Supervisors or other discretionary voting body for land use entitlements (If yes, please explain)?
5. Are you aware of any state land use related approvals which may be required (If yes, please explain)?

DATED: _____

STATEMENT COMPLETED BY: _____
(Please Print)

SIGNATURE: _____

TITLE: _____

TELEPHONE: _____ FAX: _____ E-MAIL: _____

ATTACHMENT T

SITE AMENITIES

Check as many amenities as are applicable to the proposed Project.

Site Amenity	<i>Check here if amenity currently exists</i>	<i>Check here if amenity is <u>proposed, but</u> <u>not currently</u> <u>existing does</u> <u>not currently</u> <u>exist.</u></i>
A. The proposed Project is located within a Public Transit Corridor, or the proposed Project is a Rural Project as defined in Section 5000 of the CDLAC Regulations and is using a van or dial-a-ride service due to the lack of a public transportation system available in that Rural Area. (The project site must be within ¼ mile of a transit station, rail station, commuter rail station, bus station or bus stop.)	<input type="checkbox"/>	<input type="checkbox"/>
B. The proposed Project is located within ½ mile of a park or recreational facility.	<input type="checkbox"/>	<input type="checkbox"/>
C. The proposed Project is located within close proximity of groceries and other essential shopping needs. (Grocery means a full service store or supermarket that provides food staples; fresh meats, poultry, dairy products, and produce; as well as other personal and household products. For CDLAC purposes, convenience stores and mini-marts/markets are not considered full service stores or supermarkets.) Select one of the following:		
1. The proposed Project is within ½ mile of a full scale grocery store/supermarket of at least 25,000 gross interior square feet. For Rural Projects, within 1 mile.	<input type="checkbox"/>	<input type="checkbox"/>
2. The proposed Project is within ¼ mile of a neighborhood market of at least 5,000 gross interior feet. For Rural Projects, within ½ mile.	<input type="checkbox"/>	<input type="checkbox"/>
D. The proposed Project is located within close proximity of public schools (K-12 grades), (proposed projects that are restricted to residents 55 years or older shall not be eligible for points under this criterion).		
1. Within ¼ mile of a public elementary school; ½ mile of a public middle school, or 1 mile of a public high school.	<input type="checkbox"/>	<input type="checkbox"/>
2. For Rural Projects, an additional ½ mile for each public school type.	<input type="checkbox"/>	<input type="checkbox"/>
E. The proposed Project is within ½ mile (for Rural projects, 1 mile) of a medical clinic with a physician, physician's assistant, or nurse practitioner onsite for a minimum of 40 hours each week, a pharmacy within 1/4 mile of site (for Rural projects, 1/2 mile) or hospital (not merely a private doctor's office). The Project must have all units restricted to households having members 55 years or older (with the exception of caregivers and others who are exempt by state law from the age restriction). The proposed Project is within ½ mile (for Rural projects, 1 mile) of: (i) a medical clinic with a physician, physician's assistant, or nurse practitioner onsite for a minimum of 40 hours each week, (ii) a hospital (not merely a private doctor's office), or (iii) a pharmacy within 1/4 mile of site (for Rural projects, 1/2 mile). A qualifying medical clinic must accept Medi-Cal and Medicare payments, or Health Care for the Homeless for projects housing homeless populations, or have an equally comprehensive subsidy program for low-income patients.	<input type="checkbox"/>	<input type="checkbox"/>
F. The proposed Project is located within ½ mile of a public library.	<input type="checkbox"/>	<input type="checkbox"/>
G. The proposed Project will provide high speed internet or wireless "WiFi" service connection to each unit. Service will be available by the placed in service date. High speed internet service, with a minimum average download speed of 768	<input type="checkbox"/>	<input type="checkbox"/>

kilobits/second must be made available to each unit for a minimum of 10 years, free of charge to the tenants, and available at the time of the project's placed-in-service date.		
--	--	--

To earn points in this category, the Project Sponsor **must 1)** complete the certification provided below; **2)** if applicable, submit evidence of a Public Transit Corridor or van or dial-a-ride service (such as a time schedule or route map that clearly demonstrates the Project is within ¼ mile of a transit station, rail station, commuter rail station, bus station or bus stop), labeled as **Attachment T-1**; **3)** submit a **scaled-for-distance** map, labeled **Attachment T-2**, showing the proposed Project and the other applicable site amenities (the map must be legible and must clearly show the proposed Project at the center of a circle with a ½ mile radius and the locations of the applicable amenities within such radius); and **4)** for site amenities that do not currently exist, a letter from the controlling entity, signed by an authorized individual representing the entity, labeled as **Attachment T-3**, that states the funds for the amenity are committed and the amenity is planned (Future WiFi service is excluded from the letter requirement); in case of the bus stop that does not currently exist, the letter must show that the bus provider and municipality have agreed on and approved the site for the stop and it will be in existence no later than two (2) years after the development is placed in service.

CERTIFICATION

“As the Project Sponsor, I certify that the **(name of project)** will have the amenities checked above and that these amenities are existing or proposed, and appropriate for the population being served.”

Signature of Project Sponsor Officer

Print Name of Project Sponsor Officer

ATTACHMENT U

SERVICE AMENITIES

Check as many amenities as are applicable to the proposed Project.

Amenity	Check box
A. Five (5) points will be awarded to Family Projects with after school programs of an ongoing nature. The programs shall include, but are not limited to: tutoring, mentoring, homework club, and art and recreation activities. The programs shall be provided weekdays throughout the school year for at least 10 hours per week.	<input type="checkbox"/>
B. Five (5) points will be awarded to Projects with instructor-led educational, health and wellness, or skill building classes. The classes shall include, but are not limited to: financial literacy, computer training, home-buyer education, GED, resume building, ESL, nutrition, exercise, health information/awareness, art, parenting, on-site food cultivation and preparation and smoking cessation. The classes shall be provided at a minimum of 84 hours per year (drop-in computer labs, monitoring or technical assistance shall not qualify).	<input type="checkbox"/>
C. Five (5) points will be awarded to Projects with licensed childcare providing 20 hours or more per week (Monday through Friday) to residents of the development.	<input type="checkbox"/>
D. Five (5) points will be awarded to Projects with health and wellness services and programs. Such services and programs shall provide individualized support for tenants (not group classes) but need not be provided by licensed individuals or organizations. The services shall include, but are not limited to: visiting nurses programs, intergenerational visiting programs, and senior companion programs. The services shall be provided at a minimum of 100 hours per year.	<input type="checkbox"/>
E. Five (5) points will be awarded to Projects with a bona fide service coordinator/social worker available provided that the experience of the coordinator, the duties of the coordinator, and a budget to pay for the coordinator are included labeled as Attachment U-1 . The responsibilities must include, but are not limited to: (a) providing tenants with information about available services in the community, (b) assisting tenants to access services through referral and advocacy, and (c) organizing community-building and/or enrichment activities for tenants (such as holiday events, tenant council, etc.)	<input type="checkbox"/>

To earn points in the category, the Project Sponsor must complete the certification provided below and provide evidence that the combined annual value of service amenities is at least \$10,000, or \$5,000 for Projects of twenty (20) units or fewer, labeled as **Attachment U-2**. If service amenities are to be located off-site, submit a **scaled-for-distance** map labeled as **Attachment U-3** that clearly shows the location(s) of the applicable amenity(s) are within ~~¼-½~~ mile (1½ mile for Rural projects) of the proposed Project.

CERTIFICATION

“As the Project Sponsor, I certify that the (name of project) will provide the amenities checked above and that these amenities are (1) appropriate for the population being served; (2) committed for a minimum of 10 years; (3) free of charge (with the exception of licensed childcare) to the tenants; and (4) have a combined annual value of at least \$10,000, or \$5,000 for Projects of twenty (20) units or fewer. I further certify that the Project has space available for the amenities or that the service amenity is located within ¼ mile of the proposed Project.”

Signature of Project Sponsor Officer

Print Name of Project Sponsor Officer

California Debt Limit Allocation Committee

ATTACHMENT V-1

MINIMUM SUSTAINABLE BUILDING STANDARDS CERTIFICATION

The project intends to utilize landscaping and construction materials which are compatible with the neighborhood in which the proposed project is to be located, and that the architectural design and construction materials will provide for low maintenance and durability, as well as be suited to the environmental conditions to which the project will be subjected. Please note that if seeking tax credits, please consider CTCAC's workbook requirements when developing your CDLAC application (Section 10325 (f)(7)(A) of CTCAC regulations).

Provide a description of the intended landscaping, materials and architectural design that will be used and are compatible with the neighborhood or location in the box below.

--

The following minimum specifications will be incorporated into the project design for all new construction and rehabilitation projects:

- | | |
|----|--|
| A. | Energy Efficiency. All new construction buildings shall be fifteen <u>thirty</u> percent (15 <u>30</u> %) better than the current <u>2008</u> Energy Efficiency Standards (California Code of Regulations, Part 6 of Title 24). All rehabilitated buildings shall have improved energy efficiency above the modeled energy consumption of the building(s) based on existing conditions, with at least a 10% post-rehabilitation improvement over existing conditions energy efficiency achieved for each building. |
| B. | CALGreen Compliance. New construction high-rise buildings shall meet the mandatory provisions of the CALGreen Code (Title 24, Part 11 of the California Code of Regulations). All rehabilitation projects, including high-rise rehabilitation projects, are required to meet the mandatory provisions of the CALGreen Code for any building product or system being replaced as part of the scope of work. |
| C. | Landscaping. A variety of plant and tree species that require low water use shall be provided in sufficient quantities based on landscaping practices in the general market area and low maintenance needs. Projects shall follow the requirements of the State's Model Water Efficient Landscape Ordinance (Title 23, California Code of Regulations, Section 490 et seq.) (http://www.water.ca.gov/wateruseefficiency/landscapeordinance/) unless a local landscape ordinance has been determined to be at least as stringent as the current model ordinance. |
| D. | Roofs. Roofing shall carry a three-year subcontractor guarantee and at least a 20-year manufacturer's warranty. |
| E. | Exterior Doors. Insulated or solid core, flush, paint or stain grade exterior doors shall be made of metal clad, hardwood faces, or fiberglass faces; with all six sides factory primed and subject to a standard one-year guarantee. |
| F. | Appliances. ENERGY STAR rated appliances, including but not limited to, refrigerators, dishwashers, and clothes washers shall be installed when such appliances are provided within low-income units and/or in on-site community facilities unless waived by the Executive Director. |

G. Window Coverings. Window coverings shall be provided and may include fire retardant drapes or blinds.

H. Water Heater. For units with individual tank-type water heaters, minimum capacities are to be 30 gallons for one- and two-bedroom units and 40 gallons for three-bedroom units or larger.

I. Floor Coverings. A hard, water resistant, cleanable surface shall be required for all kitchen and bath areas. Carpet complying with U.S. Department of Housing and Urban Development/ Federal Housing Administration UM44D, or alternatively, cork bamboo, linoleum, or hardwood floors shall be provided in all other floor spaces unless this requirement is specifically waived by the Executive Director.

J. Paint. Use of Low Volatile Organic Compound (VOC) paints and stains (Non-flat: 150 g/l or less, Flat: 50 g/l or less) for all interior surfaces where paints and stains are applied.

K. Insulation. All fiberglass-based insulation shall meet the Greenguard Emission Criteria for Children and Schools as required by the California Tax Credit Allocation Committee Title 4, Division 17, Chapter 1, Section 10325.

___ Waiver Requested (please attach proof of waiver approval)

☐ "I certify that the project rehabilitation or construction project will include the minimum sustainable building requirements as specified above in items A through K. As the project sponsor I have read the CDLAC regulations Section 5205 (b) through (c) and will provide the appropriate verification that the minimum requirements have been achieved as an attachment to the first Annual Certification of Compliance."

_____, Signature of Project Sponsor

_____, Printed Name

_____, Title

_____, Date

☐ "As the licensed Project Architect, I certify that the project will be designed to be in compliance with minimum sustainable building requirements as outline above in items A through K. Compliance with this requirement will be demonstrated by submission of the energy performance certificate and appropriate third party verification to CDLAC as an attachment to the first Certification of Compliance."

_____, Signature of Project Architect, California License # C_____

_____, Printed Name

_____, Company Name

_____, Company Address

_____, Company Phone Number

_____, Date

☐ "I am aware that all rehabilitation or construction projects are required to meet the minimum sustainable building requirements as specified above in items A through K. As the Applicant/Issuer I have read the CDLAC regulations Section 5205 (b) through (c) and will assist in providing the appropriate verification that the minimum requirements have been achieved as an attachment to the first Annual Certification of Compliance."

_____, Signature of Applicant's Senior Official

_____, Printed Name

_____, Title

_____, Date

California Debt Limit Allocation Committee

ATTACHMENT V-2

SUSTAINABLE BUILDING METHODS CERTIFICATION

Check as all items that are applicable to the proposed Project and design, verification of compliance will be required.
Check only one box in each applicable category (maximum total points 10).

A. New Construction/Adaptive Reuse (5 points):

Energy Efficiency Certification		Check here
Leadership in Energy & Environmental Design (LEED for Homes)		<input type="checkbox"/>
Green Communities		<input type="checkbox"/>
Green Point Rated Multifamily Guidelines.		<input type="checkbox"/>

B. Additional Points for Exceeding Title 24 Standards for New Construction/Adaptive Reuse :

Percentage Better than the Current Standards		Check here
17.5%	2 points for Low-Rise/3 points for High-Rise	<input type="checkbox"/>
20%	3 points for Low-Rise/5 points for High-Rise	<input type="checkbox"/>
25%	5 points for Low-Rise only	<input type="checkbox"/>

C. Additional Points for Exceeding Energy Efficiency Certification for New Construction/Adaptive Reuse:

Exceeding Energy Efficiency Standards			Check here
LEED for Homes	Silver	3 points	<input type="checkbox"/>
	Gold	5 points	<input type="checkbox"/>
Green Point Rated	100	3 points	<input type="checkbox"/>
	125	5 points	<input type="checkbox"/>

D. Rehabilitation Projects:

Improvement Over Current	Points	Check here
15%	3 points	<input type="checkbox"/>
20%	5 points	<input type="checkbox"/>
25%	7 points	<input type="checkbox"/>
30%	10 points	<input type="checkbox"/>

E. Additional Points for Rehabilitation Projects (3 points):

A. Photovoltaic generation or solar energy:	Check only one box for items i-iii
(i) The Project will include photovoltaic (PV) generation that offsets tenant loads; or	<input type="checkbox"/>
(ii) PV that offsets either 50 percent (50%) of common area load (if the combined available roof area of the project structures, including carports, is insufficient for provision of 50% of annual common area electricity use, then the project shall have onsite renewable generation based on at least 90 percent (90%) of the available solar accessible roof area); or	<input type="checkbox"/>
(iii) Solar hot water for all tenants who have individual water meters	<input type="checkbox"/>
B. The Project will implement sustainable building management practices that include: (i) Development of a project-specific maintenance manual including replacement specifications and operating information of all energy and green building features; and	<input type="checkbox"/>

(ii) Certification of building management staff in sustainable building operations per BPI Multifamily Building Operator or equivalent training program; and (iii) Undertaking formal building systems commissioning, retro-commissioning or re-commissioning as appropriate.	
C. The Project will sub-meter centralized hot water systems for all tenants.	<input type="checkbox"/>

☐ “I certify that the project rehabilitation or construction will include sustainable building methods and energy efficiency as indicated above in items A through E. As the project sponsor I have read the CDLAC regulations Section 5230 k (8) through (9) and will provide the necessary verification that the above items have been implemented as an attachment to the first Annual Certification of Compliance.

_____, Signature of Project Sponsor

_____, Printed Name

_____, Title

_____ Date

☐ “As the licensed Project Architect, I certify that the project will be designed to be in compliance with items A through E. Compliance with this requirement will be demonstrated by submission of the energy performance certificate and appropriate third party verification to CDLAC as an attachment to the first Certification of Compliance.”

_____, Signature of Project Architect, California License # C_____

_____, Printed Name

_____, Company Name

_____, Company Address

_____, Company Phone Number

_____ Date

☐ “I am aware that the project sponsor is receiving sustainable building points as specified above in items A through E. As the Applicant/Issuer I have read the CDLAC regulations Section 5230 (k) (8) through (9) and will assist in providing the evidence of compliance as required with the first Annual Certification of Compliance.”

_____, Signature of Applicant’s Senior Official

_____, Printed Name

_____, Title

_____ Date

California Debt Limit Allocation Committee

ATTACHMENT W-1

INFORMATION ON PROJECT SPONSOR

The information provided in this form must relate to the Project Sponsor as defined in the CDLAC regulations, identified in PART I, Item #8, of this Application.

Date & place formed:

Partners comprising Project Sponsor

	Corporate Name	Corporate Address	Role	% Ownership	Check if Nonprofit Entity
Partner #1				%	<input type="checkbox"/>
Partner #2				%	<input type="checkbox"/>
Partner #3				%	<input type="checkbox"/>
Partner #4				%	<input type="checkbox"/>

Names and titles of the individuals who are the principals or officers of Partner #1: **Please provide an organizational chart of the entity.**

Names and titles of the individuals who are the principals or officers of Partner #2: **Please provide an organizational chart of the entity.**

Names and titles of the individuals who are the principals or officers of Partner #3: **Please provide an organizational chart of the entity.**

Names and titles of the individuals who are the principals or officers of Partner #4: **Please provide an organizational chart of the entity.**

If applicable, please provide additional information that may be pertinent to this Application:

CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE

ATTACHMENT W-2

COLLECTIVE EXPERIENCE OF PROJECT SPONSOR AND ALL PARTNERS

(If different than Developer)

General experience

Total number of years of experience developing/rehabilitating multifamily rental housing:	_____
Total number of projects developed/rehabilitated:	_____
Total number of units developed/rehabilitated in above projects:	_____
Total number of years of experience developing/rehabilitating projects in California :	_____
Total number of projects developed/rehabilitated in California :	_____
Total number of units developed/rehabilitated in California :	_____
<i>In the past 5 years</i> , number of projects developed/rehabilitated:	_____
<i>In the past 5 years</i> , number of units developed/rehabilitated in above projects:	_____
<i>In the past 5 years</i> , number of projects developed/rehabilitated in California :	_____
<i>In the past 5 years</i> , number of units developed/rehabilitated in California :	_____
Indicate the total number of units that are currently under ownership of Developer:	_____
Indicate the total number of units that are currently under management of Developer:	_____

Tax-exempt bond experience

Total number of projects financed with tax-exempt bonds:	_____
Total number of units financed with tax-exempt bonds:	_____
Total number of California projects financed with tax-exempt bonds:	_____
Total number of California units financed with tax-exempt bonds:	_____
<i>In the past 5 years</i> , total number of projects financed with tax-exempt bonds:	_____
<i>In the past 5 years</i> , total number of units financed with tax-exempt bonds:	_____
<i>In the past 5 years</i> , total number of California projects financed with tax-exempt bonds:	_____

<u>In the past 5 years</u> , total number of California units financed with tax-exempt bonds:	_____
<u>In the past 5 years</u> , number of projects and number of units in California financed with tax-exempt bonds:	_____

California Debt Limit Allocation Committee

ATTACHMENT W-23

INFORMATION ON PROJECT DEVELOPER

The information provided in this form must relate to the Project Developer identified in PART I, Item #9, of this Application.

Date & place formed:

Check appropriate business type of the Project Developer.

Individual	<input type="checkbox"/>	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	<input type="checkbox"/>	Governmental entity	<input type="checkbox"/>
Corporation	<input type="checkbox"/>	<input type="checkbox"/>	Nonprofit entity	<input type="checkbox"/>	<input type="checkbox"/>	Joint Venture	<input type="checkbox"/>

Identify the entities comprising Project Developer.

	Corporate Name	Corporate Address	Role	% Ownership	Check if Nonprofit Entity
Partner #1				%	<input type="checkbox"/>
Partner #2				%	<input type="checkbox"/>
Partner #3				%	<input type="checkbox"/>
Partner #4				%	<input type="checkbox"/>

Names and titles of the individuals who are the principals or officers of Partner #1: **Please provide an organizational chart of the entity.**

Names and titles of the individuals who are the principals or officers of Partner #2: **Please provide an organizational chart of the entity.**

Names and titles of the individuals who are the principals or officers of Partner #3: **Please provide an organizational chart of the entity.**

Names and titles of the individuals who are the principals or officers of Partner #4: **Please provide an organizational chart of the entity.**

If applicable, please provide additional information that may be pertinent to this Application:

CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE

ATTACHMENT W-34

EXPERIENCE OF PROJECT DEVELOPER

General experience

Total number of years of experience developing/rehabilitating multifamily rental housing:	
Total number of projects developed/rehabilitated:	
Total number of units developed/rehabilitated in above projects:	
Total number of years of experience developing/rehabilitating projects in California :	
Total number of projects developed/rehabilitated in California :	
Total number of units developed/rehabilitated in California :	
<i>In the past 5 years</i> , number of projects developed/rehabilitated:	
<i>In the past 5 years</i> , number of units developed/rehabilitated in above projects:	
<i>In the past 5 years</i> , number of projects developed/rehabilitated in California :	
<i>In the past 5 years</i> , number of units developed/rehabilitated in California :	
Indicate the total number of units that are currently under ownership of Developer:	
Indicate the total number of units that are currently under management of Developer:	

Tax-exempt bond experience

Total number of projects financed with tax-exempt bonds:	
Total number of units financed with tax-exempt bonds:	
Total number of California projects financed with tax-exempt bonds:	
Total number of California units financed with tax-exempt bonds:	
<i>In the past 5 years</i> , total number of projects financed with tax-exempt bonds:	
<i>In the past 5 years</i> , total number of units financed with tax-exempt bonds:	
<i>In the past 5 years</i> , total number of California projects financed with tax-exempt bonds:	

CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE
ATTACHMENT Z
INFORMATION ON CURRENT OWNER OF PROPERTY

1. Name(s) of Current Owner of Property:

Business Street Address:

City:

State:

Zip code:

2. Names and titles of the individuals who are the principals of the entities comprising the Current Owner of Property:
3. When is sale or transfer of property expected to close escrow?